

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice PF-126

For: State Offices

1999 Oilseeds Program (OP) Training

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

The 1999 OP training session has been scheduled for February 16 and February 17, 2000, in St. Louis, Missouri. OP policy, procedure, and software training will be covered.

B

Purpose

This notice provides:

- the scheduled dates and times of the training session
- information about hotel accommodations and transportation
- travel authorization information for the attendees from each State
- the number of participants for each State (Exhibit 1).

2 Registration and Training Schedule

A

Training Dates

Registration for the training session will be on Tuesday, February 15, 2000, from 4 p.m. to 6 p.m.

The training session will begin Wednesday, February 16, 2000, at 8:30 a.m. and end on Thursday, February 17, 2000, by 12 noon.

B

**Training
Materials**

A package of training materials will be provided to each participant at the OP training.

Disposal Date

July 1, 2000

Distribution

State Offices

3 Hotel and Travel Authorization Information

A

Hotel Information

Participants shall make reservations directly with the Regal Riverfront Hotel, 200 South 4th Street, St. Louis, MO, by **Wednesday, February 9, 2000**. The telephone number is 1-800-325-7353.

Note: Participants shall identify themselves with the USDA Oilseeds Program Training Group.

The room rate will be \$69, plus tax, for a single room each night and must be guaranteed for late arrival (after 6 p.m.) by using a credit card.

A block of rooms has been reserved with check-in on Tuesday, February 15, 2000.

Persons with disabilities who require accommodations to attend or participate in the training should contact Kay Niner at 202-205-9354 at least 7 days before training.

B

Travel Authorization

Each employee must have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. This notice does not constitute an approved travel authorization. The per diem rate for St. Louis, MO, is \$115 (\$69, excluding tax, for lodging, and \$46 for M&IE).

Washington-controlled State travel funds shall be used by Federal State Office employees.

Participants shall make their own travel arrangements as soon as possible, using the most efficient means of transportation. The airport is Lambert International Airport.

Persons with disabilities who require accommodations at the airport should contact the airline directly.

C

Airport Transportation

Transportation to and from the hotel can be arranged by Airport Express Shuttle, which provides door-to-door van service linking the Regal Riverfront Hotel and the airport every 30 minutes during normal business hours. The Airport Shuttle is located outside of the baggage claim area (Exit 11). The cost of the Airport Express Shuttle is \$10 one way, \$18 round trip.

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4 Action

A State Office and Participant Action

State Offices and participants shall take the following action.

- **By Wednesday, February 9, 2000:**
 - each State Office with participants attending this training shall e-mail attendees' names to Kay Niner at the following address:
kniner@wdc.fsa.usda.gov.
 - participants shall register directly with the Regal Riverfront Hotel.
 - Each participant shall complete SF-182, according to 6-PM, to document this training, except for those State Offices that have been included in Combined Administrative Management Systems (CAMS). State Offices with access to CAMS may document this training using the CAMS approach instead of doing SF-182's.
 - Persons with disabilities who require accommodations at the hotel should contact Rhonda Forthand at 314-516-8635 before making room reservations.
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B Additional Information or Assistance

For additional information about this training, contact Kay Niner at 202-205-9354.

Number of State Participants

State	Number of Authorized Participants
Alabama	1
Arizona	1
Arkansas	2
California	1
Colorado	1
Connecticut	1
Delaware	1
Florida	1
Georgia	1
Idaho	1
Illinois	3
Indiana	3
Iowa	3
Kansas	2
Kentucky	2
Louisiana	2
Maine	1
Maryland	2
Massachusetts	1
Michigan	2
Minnesota	2
Mississippi	2
Missouri	2
Montana	1

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Number of State Participants (Continued)

State	Number of Authorized Participants
Nebraska	2
Nevada	1
New Hampshire	1
New Jersey	1
New Mexico	1
New York	1
North Carolina	2
North Dakota	2
Ohio	2
Oklahoma	1
Oregon	1
Pennsylvania	2
Rhode Island	1
South Carolina	1
South Dakota	2
Tennessee	2
Texas	1
Utah	1
Vermont	1
Virginia	2
Washington	1
West Virginia	1
Wisconsin	2
Wyoming	1
Total	72